

## ROUTING AND RECORD SHEET

SUBJECT (Optional)

Space

FROM

DDO

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Exo/DDA

Rm. 7D24 Hqs.

BM

2.

ADDA

25-3

RLH

3.

DDA

4.

5.

Exo/DDA

6.

7.

DDA/MS

8.

9.

10.

11.

12.

13.

14.

15.

to brief Mr. McDonald  
29 March



FILE - > history  
file - OH - Facilities  
(new file)

25X1

SECRET

DO/6 Registry

85-0700/3

22 MAR 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Clair E. George  
Deputy Director for Operations

SUBJECT: [ ] Space

REFERENCE: Memo to DDO from DDA dated 27 Feb 85  
Same Subject

*H. prov.*

This will acknowledge receipt of your memorandum requesting [ ] as the Directorate of Operations share of cost related to the move to [ ]. In that this represents a normal Directorate of Administration budget responsibility and is an Agencywide funding problem, we feel that assistance should first be sought from the Comptroller. We can appreciate the funding problems you are experiencing because we also are facing serious funding shortfalls. We are prepared to assist in any way because we fully support the acquisition of the additional space.

[ ]  
Clair E. George

25X1

SECRET

CONFIDENTIAL

DDA 85-0700

27 FEB 1985

MEMORANDUM FOR: Deputy Director for Operations

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: [ ] Space [ ]

1. About 18 months ago we negotiated to take over approximately 172,000 sq ft in [ ] to accommodate increases in Agency personnel and/or provide space for new programs. Initially, the only occupants electing to be housed in that building were elements of the Office of Communication (41,658 sq ft), Office of Logistics (1,911 sq ft), and the Office of Technical Service (12,739 sq ft). Contractual arrangements were made to renovate this space in late FY-84. The Office of Logistics funded the amount of [ ] for Phase I of required renovations and alterations and Office of Communications acquired and installed [ ] of communications equipment and switches for black line and secure line services. [ ]

2. After the Phase I contract was signed, a number of additional Agency components were identified to occupy the remaining space in Arlington Hall (Phase II). These components were from all four Directorates and the DCI area and included elements from OTS and OSO of the DS&T, [ ], CCS, and IMS of the DO, OTE, OIT, and OL of the DA, undetermined elements of the DI, and COMIREX. [ ]

3. Subsequent to this, the Office of Communications reduced its space needs [ ] to only 24,152 sq ft. The available space was then allocated to IMS (8,983 sq ft) and DI (component undetermined 8,315 sq ft). [ ]

4. The balance of the space for Phase II renovations and alterations has been allocated as follows:

DA:	OL	4,426
	OIT	490
	OTE	<u>10,576</u>

15,492

DO:	CCS)	
	[ ]	22,673
	IMS	<u>3,100</u>

25,773


CONFIDENTIAL

## CONFIDENTIAL

DS&T:	OTS	34,300	
	OSO	<u>3,000</u>	
			37,300
DCI area:	COMIREX	<u>12,771</u>	
			12,771
Reserved Misc.:			
	Copy CTR, Disbursement		
	Office, Health Room, etc.	<u>4,589</u>	
			4,589
Unassigned:		<u>20,073</u>	
			20,073
			<hr/>
	Total Phase II		115,998 <input type="text"/>

5. The Office of Logistics has budgeted  and is prepared to make renovations and allocations as necessary to create suitable office space for components desiring space in Phase II. These funds make no provision for requirements beyond standard office space and do not include such items as Wang installations, special HVAC,  special plumbing, etc. If needed, the components are expected to provide funds for same.

6. As noted in paragraph 1, the Office of Communications provided  million for limited but expandable grid system and black line and secure voice data switches. To provide these same services to those components occupying space in Phase II will require expansion of the communications systems at an estimated cost of . The Offices of Logistics and Communications have expended all funds budgeted for this effort. ~~We must, therefore, assess each component on the basis of space to be occupied for the necessary funding to provide for telephone and data communications service. Based on your Directorate occupying 25,773 sq ft, it is requested that you make available to the DA  to cover your proportionate share of these costs.~~ Such funds should be provided immediately in order to issue long lead-time switches and installation contracts.

   
Harry E. Fitzwater

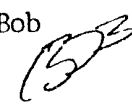
cc: COMPT  
OL  
OC

CONFIDENTIAL

**Page Denied**

Next 2 Page(s) In Document Denied

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) <span style="border: 1px solid black; padding: 2px;"> </span> SPACE SUMMARY BY DIRECTORATE AND PHASE				
FROM: <span style="border: 1px solid black; padding: 2px;"> </span> SA/RECD/OL <span style="border: 1px solid black; padding: 2px;"> </span>		EXTENSION <span style="border: 1px solid black; padding: 2px;"> </span>	NO.  DATE 25 February 1985	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. ADDA 7D18 Hqs.				1. Per our Telecon.  Bob 
2.				
3. EO/DOA	26/2	1640	EB	
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**Page Denied**

Next 20 Page(s) In Document Denied



06792-84

4 DEC 1984

## MEMORANDUM FOR Deputy Director for Administration

FROM: Robert M. Gates  
Deputy Director for Intelligence

SUBJECT: Creative Problem Solving/Space

1. One of my major goals for some time has been to identify ways to improve the process of producing finished intelligence. We continually come up against two barriers: (1) space and (2) the need to co-locate essential portions of the process so that the time spent forwarding information, designs, graphs, maps, proofs, etc., back and forth between the DI and DA components involved can be reduced substantially. There are at least sixteen transfers involved in most of our assessments and research papers. Integrating the DI printing and production, cartography, design and dissemination functions closer to the actual DA printing function is a goal we have long sought.

2. I have just learned that there is approximately 10,000 square feet of space lying fallow in the basement of the Printing and Photography Building which could be used to attack both the problems at a reasonable cost. This space was examined for possible use some time ago but that project died - probably because of inertia, as well as exaggerated estimates of renovation costs. Although I have no access to the earlier A&E data, I have been told that by excavating a portion of the space, relocating sewer and power lines and installing the necessities to prepare the space for DI production people, we could gain about 10,000 square feet of additional instant vaulted space on the compound at minimal expense. )

3. The timing for this renovation could not be better.

- Since the compound is already disrupted due to the construction of the new building, additional renovation would present minimal inconvenience — for example, disposal of excess dirt, which was a large problem earlier, would go unnoticed now.
- We have identified funds to renovate the current cartography space during 1985. We might be able to make a portion of this money available for the renovation of the basement of the Printing and Photography Building to accommodate the DI people moved into the new space.
- CPAS will shortly receive recommendations from a contract study for improving the production process; useful ideas could be incorporated into design of the new space.

ADMINISTRATIVE - INTERNAL USE ONLY



**SUBJECT: Creative Problem Solving/Space**

4. I urge you to consider this proposal soonest. The timing for proceeding is perfect. This may even be the first of the prime candidates to be considered by Bill Casey's new forum in his effort to identify and act quickly upon new and better ideas to respond to critical intelligence problems. I certainly view this as an "occasional flash of inspiration" which deserves immediate attention.

ILLEGIB



**Robert M. Gates**

**cc: EXDIR  
D/OL**

**ADMINISTRATIVE - INTERNAL USE ONLY**